

Student Name _____

Eastern Vermont Driving Academy, LLC
School Policies and Requirements

Eligibility: To take this course, a student must be at least 15 years old or older and have a valid VT Learner's Permit by the first day of classroom instruction. The student must provide a copy of their valid VT Learner's Permit. The student shall not apply to attend the course if their driving privilege is suspended or revoked (DMV will check the roster we provide). If at any time during the course a student has their driving privilege suspended or revoked, they must notify the instructor, return course materials, and they will not be permitted to continue and must retake the entire course.

Successful Completion: Student must attain a cumulative grade of 80% to pass this course. For the behind-the-wheel portion, each student will have an assessment in the sixth (6th) driving hour, which they are required to pass (80%) to be given their State certificate of completion. Depending on skill level achieved, additional behind-the-wheel (BTW) hours may be required.

Parent/Guardian Involvement: This course requires significant parental involvement. Your student will not succeed in this program if they only receive the 6 hours of instruction with the driving instructor. The state requires an additional forty (40) hours of behind-the-wheel (BTW) practice and ten (10) hours of nighttime practice before taking their driving test at the DMV. If you do less practice, you are only setting up your student to fail. Four hours of home BTW practice is expected each week.

Classroom and BTW expectations: Students are required to come to class on time (see below) and be prepared to learn. Students will not be disruptive in their behavior in class or in the car and will follow all rules or be subject to expulsion without refund. The "How to Drive" textbook issued to the student must be returned prior to receiving their certificate of completion. If the book is lost, stolen or damaged, you must pay \$90.00 replacement fee.

Attendance: The state rules are very strict on student attendance. Students are expected to attend all classes. Absences are only allowed for a good cause as determined by the instructor. For any absence, makeup work equal to the time missed must be completed. If a student is removed from a class session for missing too much time (more than two hours), they will be allowed to join the next class, provided there is space available (a fee will apply). For BTW instruction, the student must be on time and ready to drive (must have their contacts/glasses if needed) at the location we agreed on when scheduled. A minimum of 48 hours' notice is required if you need to reschedule or cancel an in-car appointment. A \$40.00 fee will be applied to cancellations that occur within 48 hours. Students will not be able to drive (BTW) until that fee is paid.

Refund: There are no refunds of any deposit made. A deposit may only be credited to the same student it was applied to, for a later start date. Deposits cannot be credited to any other student. To obtain a tuition refund, a student must request a refund/removal from the program at least five (5) business days before the first classroom session. This is to allow for another student to take their place, as no student can start a class after the first session. There will be no refunds beyond this point.

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Removal from program: A student may be removed from the program without refund for any of the following reasons:

- Excessive tardiness from class.
- Excessive or unexcused absences.
- Failure to complete assigned work.
- Cheating (whether sharing or receiving answers).
- Suspension from school.
- Continued disciplinary issues as determined by the course instructor and/or school administration.
- Misuse of Driver's Education equipment
- By having their privilege to drive suspended or revoked.
- If found to be smoking or vaping in or out of this class.
- Being under the influence of alcohol or any other drugs / or smelling of any alcohol or other drugs, during any of the instructional phases.

Fees: The current tuition for this program is stated on the website/application. **Once a student starts a class, parent(s)/guardian(s) are indebted for the full tuition amount.**

PARENT/GUARDIAN ACKNOWLEDGMENT: I/We agree to pay all attorneys' and collection fees should such action become necessary to collect any or all of the tuition.

Any changes to these policies will be sent home with the student for an additional parent signature.

I agree to adhere to the policies of the Eastern Vermont Driving Academy, LLC Driver Education program:

Student (Print name and sign)_____Date _____

Parent/Guardian (Print name and sign)_____Date _____

Parent/Guardian email _____Parent Cell Phone_____